LIBRARY-RESOURCES AND TECH SERVICES

PROGRAM DESCRIPTION

This program selects, purchases, catalogs, and processes all books, audio-visual and electronic media for the Library's nine locations, and manages financial accounts. The program maintains the accuracy of the bibliographic database and performs functions related to upkeep of library collections including rebinding, discarding, repair, transfer, and reclassification. Division staff is also responsible for administration of the Dynix automated system, personal computer support for the library system, Internet access for public and staff, and planning and implementing new technologies.

2002-03 ACCOMPLISHMENTS

- Held thirty-five (35) computer training classes and programs for the public.
- Maintained standard for no more than forty (40) working days between selection of library materials and availability to users.
- Achieved 48% currency of the library's total collection purchased within the last five (5) years.
- Inventoried thirteen percent (13%) of the library's collection.
- Provided 650 hours of coverage at public service points at Main and Extension locations.
- Updated programs, improved security, and installed Windows 2000 operating system on all computers received from the Bill & Melinda Gates Foundation grant.
- Evaluated vendors and installed software and hardware to provide print queue workstation management solutions on all public access computers.
- Tested and contracted for a collection agency service with Unique Management Services, Inc.
- Loaded and installed Dynix software Release 190 and iPAC product software.

2003-04 OBJECTIVES

- Conduct a minimum of two (2) training programs on the Internet for the public per month.
- Update collection development plans for all library locations.
- Increase the currency of the library's collection with an ultimate goal of 50% of the collection purchased within the last five (5) years.
- Maintain an average elapsed time of no more than 39 working days between selection of library materials and availability to users.
- Inventory a minimum of fifteen percent (15%) of the library's collection.
- Provide 600 hours of coverage at public service points at Main and Extension locations.
- Plan strategies and negotiate contracts for opening day collections at East Regional Library and for expansion of collection at North Regional Library.
- Receive and install twenty-four (24) replacement public access computers from LSTA EZ-Basic Equipment Grant.
- Evaluate migration to the next generation of automated, integrated library system.